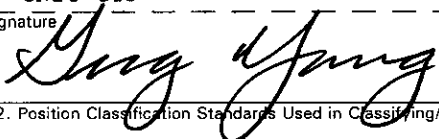
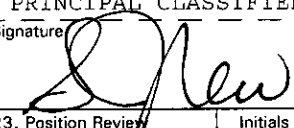


POSITION DESCRIPTION (Please Read Instructions on the Back)										1. Agency Position No.	
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) NAF PD 59		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.			
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt				8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest				9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code			
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code		Grade	
a. Office of Personnel Management										Initials	
b. Department, Agency or Establishment		ED TECH (CDH HOME MONITOR)				NF		1702		03	
c. Second Level Review										SN	
d. First Level Review										10/9/08	
e. Recommended by Supervisor or Initiating Office		CDH HOME MONITOR				NF		1702		03	
16. Organizational Title of Position (if different from official title) CDH HOME MONITOR						17. Name of Employee (if vacant, specify)					
18. Department, Agency, or Establishment DEPARTMENT OF THE NAVY						c. Third Subdivision					
a. First Subdivision COMMANDER NAVY INSTALLATIONS COMMAND						d. Fourth Subdivision					
b. Second Subdivision						e. Fifth Subdivision					
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)					
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that						this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) G. YOUNG CNIC CYP					
Signature _____ Date _____						Signature  Date 10/9/08					
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position					
Typed Name and Title of Official Taking Action S. J. NEW PRINCIPAL CLASSIFIER						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
Signature  Date 10/9/08											
23. Position Review		Initials		Date		Initials		Date		Initials	
a. Employee (optional)											
b. Supervisor											
c. Classifier											
24. Remarks IMMEDIATE SUPERVISOR WILL SIGN IN BLOCK 20a TO VERIFY ACCURACY WHEN PD IS USED											
25. Description of Major Duties and Responsibilities (See Attached)											

Child Development Home Monitor **GS-1702-07 or NF-1702-03**

Introduction

The purpose of the Child Development Home (CDH) Monitor position is to oversee a caseload of up to 30 in-process and/or certified CDH providers and to ensure that there are safe, developmentally appropriate environments for children 6 weeks to 12 years of age in these homes. A variety of services are provided by CDH providers in accordance with demand and availability of funding, including full-time child development programs for infants, pretoddlers, toddlers, preschool and school-age children as well as emergency, respite, hourly, infant and toddler, special needs, extended hours, and overnight care.

Major Duties and Responsibilities

The duties and responsibilities of the CDH Monitor can be grouped into categories, including program support, training, and compliance, among other tasks. These tasks are summarized below.

Program Support

- The CDH Monitor provides initial assessments, ongoing monitoring, and periodic evaluations related to certification of CDH providers.
- Conducts monthly home visits (to include one unannounced visit per month) to ensure CDH providers operate developmentally appropriate programs for children and youth in accordance with all Navy certification standards.
- Assists the provider in assessing the development of children and youth by direct observation at each home, using professional knowledge and skills and installation resources to provide appropriate services.
- Provides guidance and support for implementation of the developmentally appropriate practices endorsed by National Family Child Care Association (NAFCC).
- Supports and encourages CDH providers to achieve NAFCC accreditation.
- Ensures that activities promote the social, emotional, physical and cognitive growth of children in a variety of age categories (e.g., infant, pretoddler, toddler, preschool and school age) and specific to the home type (e.g., multi-age, infant, school age, extended hours, mildly ill, special needs, and child development group homes).
- Provides guidance to CDH providers in establishing daily routines, parental involvement and communication, maintenance of records and maintaining a safe, healthy environment.
- Maintains accurate records and files on each provider and submits timely reports. Ensures all training and certification requirements are documented.
- Reviews menus of all CDH providers as part of the monthly monitoring visit, completes feedback reports, and reviews and distributes all USDA Child and Adult Care Food Program (CACFP) correspondence.
- Recommends age-appropriate equipment, toys, and materials for use in CDH lending library to CDH Director and coordinates use of materials by CDH providers.
- Investigates complaints and when necessary refers any complaints to the CDH Director for investigation and assists with follow-up.

- Ensures CDH provider food preparation and service procedures support developmental programming philosophy.
- Assists CDH Director in implementing and utilizing incentives to recruit and retain providers.
- Assists the CDH Director with public relations duties to promote and support the CDH program and implement an aggressive marketing plan to address installation child care demand.
- Assists the CDH Director with duties related to liaising with the Quality Review Board (QRB) on matters pertaining to CDH certifications and suspensions.
- Assists CDH Director in implementing policies and procedures regarding fees, CDH subsidies, CDH incentives, and contracts with parents.

Training

- Assists the CDH Director with orientation and ongoing training using the Department of Navy (DoN) and community resources.
- Works collaboratively with other CYP Professionals to coordinate and deliver training and outreach services to CDH providers.
- Serves as an educational advisor and resource person to each CDH provider.
- Encourages and facilitates the pursuit of continuing higher education, including the Child Development Associate (CDA) credential or college-level classes.
- Assists CDH providers to maintain an active program of parental involvement, to include a Parent Information Board, parent education opportunities, and activities that provide parents with opportunities to participate.
- Assists with the completion of Navy modules and provides “on the spot” training and role modeling of child development techniques during home visits on an on-going basis.

Compliance

- Ensures compliance with, and is assessed by adherence to the standards and criteria developed by the NAFCC, DoN, DoD, and the Military Child Care Act (MCCA).
- Ensures compliance with the US Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP). Ensures food service operations provide nutritionally balanced meals and snacks in accordance with USDA guidelines.

Additional Responsibilities

- Completes all DoN training requirements.
- Serves as a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect.
- Performs other duties as assigned.

Classification Factors

Factor 1. Knowledge, Skills and Abilities Required by the Position

- An incumbent must have one of the following. A minimum of a two-year degree is preferred.

- A Child Development Associate (CDA) credential, Military School-Age (MSA) or successful completion of the DoN standardized module training program AND 3 years of experience where the incumbent displays knowledge of and competency in developmentally appropriate programming for children and youth.
OR
- 2-year degree in Early Childhood Education (ECE), Child Development, Elementary Education, Special Education, Home Economics (early childhood emphasis) or related field of study AND a minimum of 2 years of experience working with children or youth.
OR
- A minimum of a four-year degree in the above fields of study AND a minimum of 1 year of experience working with children or youth.
- Knowledge and understanding of the CDH component of the DoN CYP and its role as a viable child care option for children of military members and DoD civilians.
- Knowledge of developmentally appropriate programs designed to meet the physical, emotional, social, and cognitive needs of children.
- Knowledge in applying policies and regulations to ensure valid certification of CDH homes and maintenance of a safe, healthy environment for children.
- Knowledge of USDA CACFP or child nutrition to ensure that well balanced, nutritional meals and snacks are prepared.
- Experience working with military families and an understanding of military lifestyles is preferred.
- Ability to communicate effectively both orally and in writing in English and possess strong interpersonal communication skills.
- Skills to apply Federal and State laws governing the detection and prevention of child abuse and/or neglect.
- Possess a driver's license.
- Ability to favorably pass a pre-employment physical, provide evidence of immunization and be free from communicable disease.
- Ability to satisfactorily complete background checks IAW PL 101-647 to include a National Agency Check with Written Inquiries (NACI).

Factor 2. Supervisory Controls

Works under general supervision of the CDH Director who defines overall objectives and program goals. Incumbent is expected to work independently in the day-to-day monitoring of the CDHs. Consults with the CDH Director when unusual child care situations are encountered. Work is reviewed for compliance with governing regulations, standards and policies and on the basis of the overall effectiveness of operations and patron satisfaction.

Factor 3. Guidelines

Operational guidelines include, but are not limited to, DODINST 6060.2, 6060.3 and 6060.4; OPNAVINST 1700.9 series; Military Child Care Act (MCCA); NAVMED P-5010; Standard Operating Procedures; DoN fire and safety code policies and regulations; USDA guidelines for the CACFP; accreditation criteria for NAFCC and other applicable instructions and regulations.

Many situations arise that require the CDH Monitor to use judgment in local situations/ conditions. However, significant deviations are referred to the CDH Director.

Factor 4. Complexity

CDH Monitor assists the CDH Director by evaluating application of program requirements to individual situations. Incumbent implements policies and procedures for the operation of the CDH system; trains CDH providers; assures that all fire, health, safety and program management requirements are met; carries out a parent education plan; assists CDH Director in the implementation of the CDH marketing plan and CDH provider recruitment; provides information on child spaces available, and integrates a wide range of administrative tasks and requirements, such as maintaining accurate, updated program files on all CDH providers.

The work involves monitoring a program that addresses the physical, emotional, social, and cognitive developmental needs of children in up to 30 CDHs. The incumbent must provide input to the CDH Director who develops and refines methods and techniques to be used in providing continually improving services.

Factor 5. Scope and Effect

The primary purpose of this position is to have oversight of and responsibility for up to 30 CDH providers who are providing a child development program in their homes and to ensure that those programs are safe, developmentally appropriate, and comply with all applicable regulations and policies. The CD Homes provide full-time child development programs for infants, pretoddlers, toddlers, preschool and school-age children; and can include variations such as multi-age, infant, school age, extended hours, mildly ill, special needs, and child development group homes.

The CDH services provided to the military community impact the overall efficiency of the military and DoD civilians in need of reliable child care and contribute substantially to the morale, welfare and retention goals of DoN. This contributes to the emotional well-being and morale of the military and civilian personnel whose children are enrolled in the CDH program.

Factor 6. Personal Contacts

Personal contacts are with the CDH Director, CDH providers, other CYP staff, base civilian and military personnel and staff, and children, youth and their parents. Other contacts include members of the general public, members of national and local child care organizations, and representatives of the USDA CACFP.

Factor 7. Purpose of Contacts

Contacts with children and their parents are to determine their needs in order to provide and maintain safe, developmentally appropriate CDH environments. Contacts with staff are to keep them apprised of goals and objectives. Contacts with the military community and agencies are to coordinate available activities for the children and youth. Incumbent is the main liaison between

the CDH Director and CDH providers and is at times a representative before parent groups, the general public, and local civic volunteer groups.

Factor 8. Physical Demands

The incumbent may be required to do considerable walking, standing, bending, stooping and lifting up to 40 pounds and must be able to drive an automobile for CDH visits. Climbing stairs may be necessary for home visits. The work is partially sedentary.

Factor 9. Work Environment

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences or commercial vehicles. The work area is adequately lighted, heated and ventilated. The incumbent may work an uncommon tour of duty to include evenings and weekends.